

Branch Manager (over \$25 million)

SUMMARY:

Manages, directs, and administers the operations and business development efforts of a organization branch office that offers a full range of services to current and potential customers.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Coordinates deposit, lending and customer services functions in accordance with policies, principles, and procedures established by the Chief Operations Manager/Manager of Branch Operations.
- Develops plans and schedules for the efficient use of materials, machines, technological equipment and employees resulting in outstanding service-delivery.
- Reviews production costs and processes related to depositing, lending, transaction accounts as well as product quality, and modifies production and service delivery control to maintain and enhance profitable operation of branch.
- Ensures that the Branch image is favorable, reflecting a sound and secure financial institution that employs prudent housekeeping procedures, safety measures, and provides a pleasant atmosphere for customers, including privacy, confidentiality, and ease of use.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)